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ABSTRACT

The result of a directive issued by the President of Cardinal Stritch College pertaining to the self-evaluation required for compliance with Section 504 of the Rehabilitation Act of 1973 is presented. The purpose of the self-evaluation is to evaluate all of the institution's policies and practices (and their effects on handicapped persons) to determine, with specificity, the nature and extent of any discrimination and to modify such policies and practices as necessary to remove the discrimination and to achieve equal access and opportunity. Section 504's requirements are discussed and requirements for completing the Self-Evaluation Summary Report Form are provided. Grievance procedures, as established by Cardinal Stritch College, summary report forms, policy statement of programs and activities, the preliminary transition plan (December 1, 1977), and the final transition plan are provided. (SPG)

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IMPLEMENTATION OF THE SELF-EVALUATION REPORT FOR INSTITUTIONS OF HIGHER EDUCATION UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

by

Dr. William F. Stier, Jr.

Administrative Assistant for Cardinal Stritch College and Section 504 Coordinator

June 1, 1978

HE 010 029

The President of Cardinal Stritch College, being ultimately responsible for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, has initiated (through a directive to that effect) a Self-Evaluation, necessary program modification, remedial measures (when warranted), and an ongoing process of inquiry and communication that recognizes the rights and abilities of handicapped persons.

The following is the result, at this point in time, of that directive pertaining to the Self-Evaluation.

Cardinal Stritch College accepts the obligation of removing or altering those programs and physical barriers that exist for our students and for our employees. Cardinal Stritch College will ascertain what these barriers are, if any, on an individual or case by case basis as well as through the completion of the Self-Evaluation.

On August 1, 1977, program accessibility was achieved for all programs and activities at Cardinal Stritch College except where alteration or modification of existing facilities or construction of new ones was required.

Additionally, a Transition Plan was completed prior to December 2, 1977 in respect to changes in facilities required for adequate accessibility. The next task remaining is the completion (prior to June 3, 1978) of the Self-Evaluation and a total review of the previously conducted Transition Plan.

The completed Self-Evaluation becomes this institution's Master Plan for compliance with Section 504 of the Rehabilitation Act of 1973, as amended. All records pertinent to the process of Self-Evaluation will be maintained for at least a three year period (until June 3, 1981) as mandated by law.

It is recommended by this writer that when appropriate, initial contact(s) be made with a handicapped person or persons or representatives of handicapped persons to determine what actions or steps (if any) shall be taken to insure equal opportunity in the various programs and activities at Cardinal Stritch College.

The Master Plan for Section 504 includes all institutional documents or materials pertinent to Section 504. The Transition Plan (facilities study) and HEW Assurance statement, the grievance procedures and copies of or references to various institutional policies or procedures which were developed or refined prior to the completion of the actual Self-Evaluation shall be either incorporated into written Self-Evaluation materials or, in some cases, referenced or appended to the Master Plan.

The purpose of the Self-Evaluation is to evaluate all of the institution's policies and practices (and their effects on handicapped persons) to determine, with specificity, the nature and the extent of discrimination that may be present (if any) and to modify such policies or practices as necessary to remove such discrimination and to achieve

equal access and opportunity.

This evaluation of policies and practices shall include all programs and activities of the college, and those operated by others on behalf of the institution (food service, landscaping, etc.) so that opportunities are not limited for any handicapped person in that individual's pursuit of any aid, assistance, benefit, or service offered by Cardinal Stritch College.

Section 504 is not an "affirmative action" statute and thus requires no goals or timetables. There is no requirement that Stritch employ more (or attempt to employ more) qualified handicapped persons, or admit (or attempt to admit more) qualified handicapped students.

Section 504 is a "nondiscrimination" statute that prohibits discrimination against existing employees, students, and applicants for employment or admission.

In actuality, Section 504 requires something between what is ordinarily defined as "affirmative action" and "nondiscrimination", since in the process of insuring nondiscrimination, it requires certain actions beyond mere neutrality to be taken regardless of the presence or absence of handicapped persons who might benefit.

This principle of advance preparation to insure nondiscrimination appears to go beyond the tranditional concept of laissez faire nondiscrimination.

Section 504 does not mandate action by the institution on behalf of every handicapped individual, rather, it mandates in the strongest terms that:

1. there is no discrimination,
2. opportunities for full participation be available, and that the institution be flexible and should exercise common sense in eliminating program barriers that do exist in individual instances,
3. program accessibility is the key to Section 504 in that all programs, activities, and services must be accessible to handicapped persons, and
4. the handicapped person has a right to function in the "most integrated setting appropriate".

HEW does not mention anywhere in the regulations or elsewhere any specific actions which must be taken to insure equal opportunity for persons with a specific handicap. Similarly, Section 504 does not require a barrier free environment. The Section 504 regulations do not contain one requirement that any facilities be renovated or altered.

Section 504 does however require that programs and activities, when viewed in their entirety, be accessible and that facilities be altered (or constructed) if program accessibility cannot be achieved through other methods (such as rescheduling). One must distinguish between the concept of program accessibility and that of a barrier-free environment. Structural changes are required only where there is no other feasible way to make a program or activity accessible.

It is a general requirement that an institution may not discriminate against qualified handicapped persons

because its facilities are inaccessible to or unusable by such persons. The "facility" is defined as and includes all or any portion of buildings, structures, equipment, roads, walks, parking lots, or other real or personal property or interest in such property.

The one point that is clearly uniform in the regulations and interpretations regarding the handicapped invididual is his/her right to equal opportunity under the law, and to any action (or inaction) that may be required in order to achieve his/her full participation in all programs and activities.

Section 504 does not require (and in reality discourages) the creation of separate programs and activities for handicapped persons. The Self-Evaluation of Cardinal Stritch College involves an analysis of all existing programs and activities of the institution as well as the policies and procedures in use within the college community.

Modifications in these programs and activities, to the extent such modifications are indicated/warranted, shall be made to insure opportunities for full participation and an integration of handicapped persons in existing programs and activities to the maximum extent possible.

All areas of discrimination (on the basis of handicap) found to exist in respect to or within the institution shall be the subject of specific action or steps aimed at the elimination of such discimination. Each instance of noncompliance identified via the Self-Evaluation shall be

the subject of an individual Summary Report Form. This Summary Report Form is to be completed by the individual having responsibility for completing the specific item within the Self-Evaluation (i.e., by the person in whose area of responsibility the specific instance of discrimination exists).

To correctly complete your portion of the college's Self-Evaluation it is essential that you become familiar with the intent of Section 504 of the Rehabilitation Act of 1973, as amended. Additionally, you have been provided with one or more sheets consisting of statements and/or questions pertaining to areas within this institution. To each statement or question it is necessary that you provide a response.

Please note that all responses should be with a typewriter as all of the sheets will become part of the Master Plan for Cardinal Stritch College which will be reviewed, upon request, by HEW.

It is the response to each statement or question which will determine whether or not you will be required to complete, as best as you can, the Summary Report Form. The individual questions and/or statements will, in themselves, provide you with greater insight into the various requirements and stipulations as created by Section 504.

It is necessary that for each instance of noncompliance (as revealed by the question or statement within the Self-Evaluation) identified, that you complete a separate

Summary Report Form. Thus, if your responses to nine questions and/or statements reveal nine instances of noncompliance with Section 504 of the Rehabilitation Act of 1973, as amended, each such noncompliance situation will be cited and explained in detail on separate Summary Report Forms for a total of nine such Summary Report Forms.

If you are unable to answer a specific item or if the item is not appropriate or applicable for your specific area, please so indicate next to the item.

If you have any questions please do not hesitate to contact me immediately at extension 211 or 307. Or, please feel free to call me at my home (352-3876).

For your review I have provided several appropriate definitions as determined by HEW on page eight. Grievance procedures, as established by Cardinal Stritch College are to be found on pages nine through eleven. The college's commitment to nondiscrimination on the basis of handicap is on page twelve.

Your portion of this Self-Evaluation must be completed by May 14, 1978. Please return all of the questions and/or statements in duplicate to my office via interoffice mail. I certainly appreciate your cooperation and your willingness to participate in this Self-Evaluation process. Again, thank you.

Dr. William F. Stier, Jr.

DEFINITIONS

Non-ambulatory Disabilities - Physical impairments that, regardless of cause, confine persons to wheelchairs. In this category are individuals ranging in severity of disabilities: the paraplegic with permanent paralysis to lower limbs; the quadriplegic with permanent paralysis to lower limbs as well as differing degrees of paralysis to upper extremities; and the hemiplegic with differing degrees of paralysis affecting one-half of the body.

Semi-ambulatory Disabilities - Physical impairments that cause a person to walk with difficulty. The semi-ambulatory include people using crutches, walkers or braces; amputees; arthritics; and those with pulmonary or cardiac ailments.

Coordination Disabilities - Impairments of muscle control to the limbs, resulting in faulty coordination.

Sight Disabilities - Impairments affecting sight totally or partially.

Hearing Disabilities - Impairments affecting hearing totally or partially.

Speech Impairments - Impairments affecting totally or partially the ability to communicate orally.

Learning Disabilities - Impairments that impede the normal learning processes.

Mental or Psychological Disorders - Impairments affecting normal mental processes or emotional stability.

GRIEVANCE PROCEDURES

Pursuant to the Federal Requirements (Section 504 of the Rehabilitation Act of 1973, as amended,) Cardinal Stritch College has adopted grievance procedures and designated Dr. William F. Stier, Jr., as the employee to coordinate its efforts to comply with said act, and hereby notifies all of its students and employees of these grievance procedures.

To process alleged discrimination complaints in educational or employment policies and practices, individuals shall utilize existing procedures and policies as cited below:

1. Faculty may follow the guidelines and procedures regarding academic grievance procedures which are set forth in the Faculty Handbook.

2. Employees, other than faculty members, may follow the guidelines and procedures as stated in the Support Staff Handbook.

3. Students may follow the guidelines and procedures, in respect to academic grievances, as outlined in the current edition of the Stritch Student Handbook.

Additionally, any student or employee of Cardinal Stritch College who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any institutional education program or activity, on the basis of handicap in violation of the Rehabilitation Act of 1973, as amended, may lodge a formal grievance by complying with and following the procedures cited below.

The college encourages the use of pre-grievance meetings with appropriate staff member(s) and/or Section 504 Coordinator (Dr. William F. Stier, Jr., Stritch Education Center, Phone Extension - 307 or 211) prior to the filing of a formal grievance with the Section 504 Coordinator.

FORMAL GRIEVANCE PROCEDURES

1. Submit a written complaint to the Section 504 Coordinator, Dr. William F. Stier, Jr. (7061 N. Port Washington Road, Stritch Education Center, Milwaukee, Wisconsin, Phone Extensions 307 & 211) with specific details and corresponding dates being a part of that specific presentation.

   Within five days of the filing of a grievance, the Section 504 Coordinator shall determine to which administrator the matter should be referred for review and shall notify said administrator. The administrator will provide, within ten working days after receipt of the grievance from the Section 504 Coordinator a written grievance answer to the complainant (with a copy to the Section 504 Coordinator).

   If the complainant is satisfied, the situation is "closed".

2. Following the written response outlined in (1) above, the complainant, if still not satisfied, has five days in which to appeal in writing to the Section 504 Coordinator and to request a conference with the designee of the Section 504 Coordinator. Said conference shall be at a mutually agreed upon time and place. The results of such a conference shall be put in writing by the designee of the Section 504 Coordinator and forwarded to the complainant (with a copy to the Section 504 Coordinator) within five working days following the conference. This hearing is an informal hearing and may be continued by mutual agreement of the complainant and the designee.

   If the complainant is satisfied, the situation is "closed".

3. If the complainant remains unsatisfied after completion of the two steps explained above, the matter may be further referred by complainant within five days, in writing, to the Section 504 Coordinator. The Section 504 Coordinator will meet with the complainant at a mutually agreeable time to review the topic. Additional persons may be at the meeting for the purpose of fact-gathering and clarification.

   A written summation of that meeting and possible solutions will be furnished by the Section 504 Coordinator to the complainant no later than five working days following the conference.

   If the complainant is satisfied, the situation is "closed".

4. If complainant remains unsatisfied, he/she may submit (within five days) an appeal in writing, with a copy to the Section 504 Coordinator, to the Affirmative Action Officer, Sister Dolores Linski, citing the reasons supporting the appeal.

A meeting, at a mutually agreeable time, will be scheduled between the Affirmative Action Officer (or designee) and the complainant. Additional persons may be present for fact-finding and clarification. A written summation of that meeting and possible solutions will be furnished to the complainant no later than ten working days following the meeting.

If the complainant is satisfied, the situation is "closed".

5. The last appeal within the institution may be made, in writing, and within five days, to the president of the college by the complainant. Said complaint must include the reasons supporting the appeal.

   A written response will be forwarded to the complainant within five working days of receipt of the written appeal.

   If the complainant is satisfied, the situation is "closed".

   Appeal may be made to HEW --

   NOTE: The college encourages the use of pre-grievance meetings with appropriate staff member(s) and/or the Section 504 Coordinator (Dr. William F. Stier, Jr.) prior to the filing of formal grievance with the institution.

SECTION 504 GRIEVANCE FILING FORMS ARE AVAILABLE FROM THE OFFICE OF THE SECTION 504 COORDINATOR (Stritch Education Center).

COMMITMENT TO NONDISCRIMINATION

Cardinal Stritch College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school - administered programs. The college is also committed to nondiscrimination on the basis of handicap.

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

QUESTIONS

1-27	Academic Dean
28-63	Department (see individual departments)
64-95	Business Office - Employment
96-113	Dean of Students
114-125	Career and Placement
126-139	Undergraduate Admissions
140-154	Graduate Admissions
155-166	Financial Aids Department
167-172	Health Service
133-179	Library
180-184	Registrar
185-193	Housing
194-200	Athletics
201-202	Math AQT Placement
203-204	Reading AQT Placement
205-206	English AQT Placement
207-208	Math Competitive Scholarship Test
209-210	Reading Competitive Scholarship Test
211-212	English Competitive Scholarship Test
213-219	Food Service
220-225	Transportation - Security
226-231	Bookstore
232-234	College Newspaper
235-252	Administrative Assistant

DEPARTMENTS

QUESTIONS 28 through 63 answered by each department

1. Art Department
2. Biology Department
3. Chemistry Department
4. History Department
5. Reading Department
6. Special Education - Undergraduate

6b. Special Education - Graduate

7. Education - Undergraduate

7b. Education - Graduate

8. English Department
9. Home Economics Department
10. Mathametics Department
11. Modern Foreign Languages Department
12. Music Department
13. Psychology Department
14. Sociology Department
15. Religious Studies Department
16. Business Department
17. Communication Arts Department
18. Social Studies Department

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED: ACADEMIC DEAN

1. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of Administration that have the effect of subjecting qualified handicapped persons to discrimination on the basis of handicap?
   Yes_____ No_____ If "Yes", refer to Summary Report Form.

2. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of Administration that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of a program or activity by handicapped persons?
   Yes_____ No_____ If "Yes", refer to Summary Report Form.

3. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of Administration that have the effect of perpetuating the discrimination of another organization receiving federal financial support, if the college and the other recipient organization are subject to common administrative control?
   Yes_____ No_____ If "Yes", refer to Summary Report Form.

4. The institution's statement of commitment to the purposes and objectives of Section 504 has been drafted (prior to September 2, 1977) and was communicated to members of the campus community.
   Yes_____ No_____ If "No", refer to Summary Report Form.

5. The college will, in individual cases, determine on a case by case situation (in light of a person's handicap) the suitability of waiving or altering specific academic/graduation requirements (undergraduate and graduate) such as:

   1. length of time permitted for degree completion,
   2. substitution of specific required courses for graduation,
   3. adaptation of the manner in which specific courses are conducted, and/or
   4. other suitable methods or means.

   Yes_____ No_____ If "No", refer to Summary Report Form.

   Note: If a requirement (academic or otherwise) is shown to be essential to a program and a handicapped person cannot fulfill it, then the person is not "qualified" within the definition of this term. Section 504 is NOT intended to dilute the quality of education offered, and contains no requirement that <u>essential</u> program requirements be modified or waived.

6. Does the college, on the basis of handicap, exclude any qualified handicapped student from any course, course of study, or other parts of its education program or activity?
   Yes_____ No_____ If "Yes", refer to Summary Report Form.

7. Will the college take necessary steps to insure that no handicapped student is subjected to discrimination under any of its educational programs because of an absence of educational aids for students with impaired sensory, manual, or speaking skills?
   Yes_____ No_____ If "No", refer to Summary Report Form.

8. Does the college apply limitations upon the number or proportion of handicapped persons who may be admitted to the college or to courses or activities?
   Yes_____ No_____ If "Yes", refer to Summary Report Form.

9. Are faculty members at the institution (as well as administrators and support staff/personnel) reasonable in terms of providing assistance and cooperation to the handicapped at the college in light of the individual's needs and capabilities?
   Yes_____ No_____ If "No", refer to Summary Report Form.

10. Has the institution established and implemented procedures to insure that interested persons, including those with sight and hearing impairments, can obtain information regarding the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons?
    Yes_____ No_____ If "No", refer to Summary Report Form.
    List steps (on back of sheet) that will be taken to notify all students (including those with sight and hearing impairments) on a periodic basis of the institution's obligations under Section 504 and of specific prohibitions or requirements.

11. Will Cardinal Stritch College assist the handicapped student to obtain necessary and appropriate auxiliary aids for use, as required, by students with impaired sensory, manual, or speaking skills, to insure equal opportunity in the "traditional education" process for handicapped persons?
    Yes_____ No_____ If "No", refer to Summary Report Form.
    Note: The State Vocational Rehabilitation agency or other similar source will be examined by the college as sources for such auxiliary aids.

12. Does the college alert its students to general accessibility standards - those related to parking lots, water fountains, etc., so that they may report problem areas to the responsible campus official?
    Yes_____ No_____ If "No", refer to Summary Report Form.

13. Does Stritch have any specific prohibitions against tape recorders in classrooms, dog guides in campus facilities, or similar aids that may be required for full participation by handicapped persons?
    Yes_____ No_____ If "Yes", refer to Summary Report Form.

14. Cardinal Stritch College may provide, on a short-term basis, assistants for handicapped persons for tasks such as carrying individuals up stairs (with the complete approval of the individuals involved). These efforts are recognized to be short term services and will not be continued once total program accessibility has been achieved (no later than June 3, 1980).
Yes_____ No_____

15. Blind or deaf students, if any such individuals are a part of the campus community, are made aware of the fact that special services exist (or that such would exist) for this handicapped population?
Yes_____ No_____ If "No", refer to Summary Report Form.

16. Have regular and open communications (and formal grievance procedures) been established so that information related to programs, activities, and services, be shared on an ongoing basis?
Yes_____ No_____ If "No", refer to Summary Report Form.

17. Where separate programs or activities exist (if they do indeed exist) do handicapped persons always have the option to participate in those programs or activities that are not separate or different?
Yes_____ No_____ If "No", refer to Summary Report Form.

18. All college recruiters (staff, faculty, administrators) have been made aware of the college's nondiscrimination policies and practices regarding the handicapped?
Yes_____ No_____ If "No", refer to Summary Report Form.

19. All college recruiters (staff, faculty, administrators) have been made aware of the fact that the college would facilitate additional changes necessitated by the needs of any handicapped persons desiring to take advantage of such opportunities?
Yes_____ No_____ If "No", refer to Summary Report Form.

20. Does Stritch make use of any test that has a disproportionate, adverse effect on handicapped persons or any class of handicapped persons?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

21. Does the college impose upon handicapped students any rules or regulations which would have as a consequence the limiting of their participation in educational type programs or activities or related activities within the college?

Yes_____ No_____ If "Yes", refer to Summary Report Form.

22. Are all students at Cardinal Stritch College informed periodically of the institution's counseling-guidance program and their equal availability and accessibility to all students, handicapped and nonhandicapped?
Yes_____ No_____ If "No", refer to Summary Report Form

23. Have the process and procedures dealing with advising (for courses) been reviewed and found to be nondiscriminatory on the basis of handicap (i.e., accessible for all students)?
Yes_____ No_____ If "No", refer to Summary Report Form.

24. Have forms, facilities, scheduling and the provision of auxiliary aids for academic advising been reviewed in light of equal access for all students and nondiscrimination on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

25. Is it a policy and practice to prohibit against counseling handicapped students toward more restrictive courses of study and/or careers?
Yes_____ No_____ If "No", refer to Summary Report Form.

26. All graduation requirements, courses of study, all policies, guidelines regarding procedures for assigning students to courses or classes, course descriptions and catalogs, curriculum guides that outline the content, activities, and instructional methodologies of courses, and student handbooks, have been reviewed for possible discrimination on the basis of handicap and no instances of discrimination were detected.
True_____ False_____ If "False", refer to Summary Report Form.

27. Are the general physical facilities utilized for academic functions and classes accessible equally for both handicapped and nonhandicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ College Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

TO BE COMPLETED BY THE CHAIRPERSON OF EACH DEPARTMENT WITHIN THE INSTITUTION

AREA EVALUATED:_____

28. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of Administration that have the effect of subjecting qualified handicapped persons to discrimination on the basis of handicap?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

29. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of administration that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of a program or activity by handicapped persons?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

30. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of administration that have the effect of perpetuating the discrimination of another organization receiving federal financial support, if the college and the other recipient organization are subject to common administrative control?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

31. Have all administrators and all faculty members within this department been (and will continue to be) periodically informed of requirements contained in Section 504, including:

    1. that no student may be excluded from any course or course of study solely on the basis of handicap,
    2. that modifications in degree or course requirements may be necessary to meet the requirements of some handicapped students,
    3. that prohibitive rules, such as those banning tape recorders from the classroom, must be waived for some handicapped students,
    4. that auxiliary aids must be permitted in the classroom when they are required to insure the full participation of handicapped students,
    5. that alternate testing and evaluation methods for measuring student achievement will be necessary for students with impaired sensory, manual, or speaking skills (except where those are the skills being measured),
    6. that classes may have to be rescheduled to permit access for students with mobility impairments,
    7. that special equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases, and
    8. that it is discriminatory to counsel handicapped students into a more restrictive endeavor unless such counsel

is based on strict licensing or certification requirements in a profession.
Yes_____ No_____ If "No", refer to Summary Report Form.

32. Have students been (and will they continue to be) informed periodically of requirements contained in Section 504 and of modifications or adjustments that can be made for handicapped students in programs and activities?
Yes_____ No_____ If "No", refer to Summary Report Form.
NOTE: Such requirements, modification or adjustments could be thought of as any of the following:

    1. that academic degree or course requirements may be modified in certain instances to insure full participation by handicapped students,
    2. that auxiliary aids are made available by the college for students with impaired sensory, manual, or speaking skills, and
    3. that certain campus rules and regulations may be waived if they limit the participation of handicapped students.

33. The staff member responsible for this area or department has reviewed all materials, documents, agreements related to this department's student programs, activities, services, policies, and practices and found that there does not exist discrimination on the basis of handicap in the treatment of students.
True_____ False_____ If "False", refer to Summary Report Form.
NOTE: In cases where discrimination (or potential discrimination) is revealed, department chairpersons must demonstrate that the requirement, procedure, policy or practice in question is essential to the course of study, or directly related to a licensing requirement. If such cannot be made, modifications must be made to insure nondiscrimination.

34. This academic department has explored and examined all courses or academic activities (and related) that are conducted on the college campus (as well as off the college campus) insofar as discrimination on the basis of handicapped is concerned. All such off-campus activities (trips, visits, etc.) are free and will remain so from discrimination based on handicap.
True_____ False_____ If "False", refer to Summary Report Form.

35. Student teaching, internships, and other such courses of study in this department which include requirements regarding practical training or experience includes opportunities that are, on the whole, equal for handicapped persons.
Yes_____ No_____ If "No", refer to Summary Report Form.

36. This department, in respect to all of the course examinations or other procedures for evaluating students' academic achievement, has examined all such exams and procedures and has established a policy of providing, on a case by case situation, methods for evaluating the achievements of students who have a handicap that impairs sensory, manual, or speaking skills as will insure

that the results of the department's evaluation accurately and honestly reflect each individual student's achievement in the course, rather than a student's impaired manual, or speaking skills (except where such skills are the factors being measured). Thus, this department now has a policy that alternate testing procedures are or will be available on an individual basis.
Yes_____ No_____ If "No", refer to Summary Report Form.

37. The fact that there are such testing alternatives has been communicated to every faculty member in this department.
Yes_____ No_____ If "No", refer to Summary Report Form.

38. The fact that there are testing alternatives available or to be made available to handicap students has been communicated to all such handicapped students within the college or such information has been included in the institution's various printed materials.
Yes_____ No_____ If "No", refer to Summary Report Form.

39. Do handicapped persons experience at Stritch nondiscriminatory practices and complete cooperation from both staff and faculty in individual situations, including course assignments, course examinations and access to faculty and staff?
Yes_____ No_____ If "No", refer to Summary Report Form.

40. This academic department has examined its policies and practices regarding department faculty and their accessibility to students with mobility impairments during office hours and found no discrimination on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

41. Have steps been undertaken to insure that all departmental personnel are knowledgeable with regard to section 504 requirements, and the prohibition against counseling students toward more restrictive courses of study or careers?
Yes_____ No_____ If "No", refer to Summary Report Form.

42. Does the department deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service of the college or department?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

43. Does the department afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

44. Does the department provide a qualified handicapped person with an aid, benefit, or service that is not as <u>effective</u> as that provided to others?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

45. Does the department provide different or separate aid, benefits, or services to handicapped persons or to any class of handicapped persons unless such action is necessary to provide

qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

46. Does the department aid or perpetuate discrimination against a qualified handicapped person by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to beneficiaries of the department's or institution's programs?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

47. Have all college recruiters (staff, faculty, administrators) in this department been made aware of the college's nondiscrimination policies and practices regarding the handicapped?
Yes_____ No_____ If "No", refer to Summary Report Form.

48. Have all college recruiters (staff, faculty, administrators) in this department been made aware of the fact that the college and this department would facilitate additional changes necessitated by the needs of any handicapped persons desiring to take advantage of such opportunities?
Yes_____ No_____ If "No", refer to Summary Report Form.

49. Modifications in college and department programs and activities and services are not made based on any generalizations regarding handicap, but rather are made and will be made in individual instances on a case-by-case basis in light of specific needs and circumstances.
Yes_____ No_____ If "No", refer to Summary Report Form.

50. There exists in this department an ongoing process of responding to handicapped persons in an effort to continuously facilitate accomodations and adjustments insuring that there exists no barriers to full participation in a program or segment of this department.
Yes_____ No_____ If "No", refer to Summary Report Form.

51. Are there any prerequisites for courses in this department that have the effect of being discriminatory on the basis of handicap?
Yes_____ No_____ If "Yes", refer to Summary Report Form.
Note: An otherwise qualified handicapped student who is blind may be allowed to substitute a music appreciation course for a required course in art appreciation. An otherwise qualified handicapped student who is deaf may receive an alternate assignment in foreign language studies to replace language laboratory.

52. Does the department otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

53. Are there departmental policies, practices and procedures to effectively insure nondiscrimination on the basis of handicap to students in areas related to library or reading room use, special reading collections of this department, and reserved reading material?
Yes_____ No_____ If "No", refer to Summary Report Form.

54. The policies, procedures and practices related to the students' participation in research within the department are such that there exists no discrimination on the basis of handicap (there is equal accessibility by all students).
Yes_____ No_____ If "No", refer to Summary Report Form.

55. All currently inaccessible facilities that are currently used by students in this department are listed on the back of this sheet (and will be corrected by June 3, 1980 or before).

56. All special equipment or devices currently utilized by this department that may require adaptation for use by students with certain handicaps are listed below:

1._____
2._____
3._____
4._____
5._____

57. All currently utilized special teaching techniques that may require adaptation due to emphasis on visual or oral presentation, or involve mobility on the part of the students have been reviewed within this department and special provision, on a case by case situation, will be provided to insure equal accessibility and equal treatment and nondiscrimination on the basis of handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

58. Do communications and printed materials distributed by and for this department for current and prospective students adequately state the college's nondiscriminatory policies and practices in respect to the handicapped?
Yes_____ No_____ If "No", refer to Summary Report Form.

59. This department, in providing personal, academic or vocational counseling, or guidance to students, provides such services without discrimination based on handicap.
True_____ False_____ If "False", refer to Summary Report Form.

60. All departmental policies, procedures and practices used in personal, academic or vocational counseling, or guidance to students are nondiscriminatory on the basis of handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

61. Are all student programs, activities, and services within this department operated "in the most integrated setting appropriate" for handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

62. Do equal opportunities exist within this department's programs and activities for all students irregardless of the presence of a handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

63. All policies, procedures, and practices of the department, as reflected in written documents related to degree requirements, course requirements, the process of assigning students to courses or tasks or assignments, course descriptions, curriculum guides that outline the content and instructional methodologies of courses, and other similar materials have been evaluated by the chairperson of the department (and appropriate staff members) and were found to be nondiscriminatory in nature on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.
NOTE: All degree or course requirements that do, in fact, discriminate on the basis of handicap, or have the effect of discrimination on the basis of handicap, must be subject to one of three actions:

    1. it must be demonstrated that the requirements are essential to the course of study being pursued,

    2. it must be demonstrated that the requirement is directly related to a licensing requirement, and

    3. steps must be outlined that will result in the modification of the requirement for individual handicapped persons.

NAME_____ TITLE_____

Date_____ College Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED: Employment - Business Office

64. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of administration that have the effect of subjecting qualified handicapped persons to discrimination on the basis of handicap?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

65. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of administration that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of a program or activity by handicapped persons?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

66. Does Cardinal Stritch College directly or indirectly (through contractual or other arrangements) utilize criteria or methods of administration that have the effect of perpetuating the discrimination of another organization receiving federal financial support, if the college and the other recipient organization are subject to common administrative control?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

67. List all programs, activities and services that are not operated wholly by the institution and, for each, identify the providers of such "outside" programs, activities, or services.
1._____
2._____
3._____
4._____
5._____
Please use additional sheets if necessary.

68. Are the food service facilities of the institution accessible to handicapped persons, and are the policies and contracts related to food service free of any discrimination based on handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

69. Does Cardinal Stritch College ascertain that "outside" organizations or persons to which it provides significant assistance - including labor unions or other organizations serving or representing employees, providers of insurance or other employee benefits, and social, recreational or other organizations that provide programs or activities to faculty and other employees - do not discriminate on the basis of handicap as stipulated in the Rehabilitation Act of 1973, as amended?
Yes_____ No_____ If "No", refer to Summary Report Form.

70. In making certain that discrimination does not exist in such programs or activities, does the college make it's policies and practices regarding nondiscrimination clear to such organizations and persons, and, in turn, receive assurances (written or otherwise) from such organizations and persons that they do not discriminate on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

71. Were any buildings constructed at Cardinal Stritch College after September 2, 1969, built with federal construction funds?
Yes_____ No_____ If "Yes", have all such buildings built with federal construction funds after September 2, 1969, been constructed in strict conformance to ANSI (American National Standards Institute) standards that insure an absence of physical barriers for the handicapped?
Yes_____ No_____ N/A_____ If "No", refer to Summary Report Form.

72. Please list all facilities which Cardinal Stritch College rents or leases (or uses through any other arrangements) for programs, activities or services offered by the college. Use back of sheet.

73. Does the college have policies or practices, in respect to the determination of a site or location of a facility, that have the effect of excluding handicapped persons from, denying them the benefits of, or otherwise subjecting them to discrimination under any program or activity?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

74. Does the college have policies or practices, in respect to the determination of a site or location of a facility, that have the purpose or effect of defeating or substantially impairing the accomplishment of a program's objectives by handicapped persons?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

75. Is the college covered by Section 503 of the Rehabilitation Act of 1973, as amended? (Does it have one or more federal contracts of subcontracts of $2,500.00 or more?)
Yes_____ No_____

Note: The employment provisions of section 504 do not contain affirmative action requirements, and consequently impose no goals and timetables upon the composition of the workforce. Nondiscrimination, rather than affirmative action, is the principle contained in section 504.

Section 504 does not apply to all persons with handicaps, but only to "handicapped persons" as defined in paragraph 84.3 (j). Also, it applies only to qualified "handicapped persons" as defined with respect to employment 84.3 (K) (L) as a "handicapped person who, with reasonable accomodations, can perform the essential functions of the job in question".

76. Are regular and open communications established so that information related to employee programs, activities, and service will be shared on an ongoing basis?
Yes_____ No_____ If "No", refer to Summary Report Form.

77. Have formal grievance procedures been established so that employees are able to file complaints with the institution on matters related to Section 504?
Yes_____ No_____ If "No", refer to Summary Report Form.

78. Does the college have policies, procedures and practices insuring that no qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment?
Yes_____ No_____ If No", refer to Summary Report Form.

79. Does the college make all decisions concerning employment in a manner which insures that discrimination based on handicap does not occur?
Yes_____ No_____ If "No", refer to Summary Report Form.

80. In the instances where Stritch employs any of its own students, such is accomplished in a manner that insures nondiscrimination on the basis of handicap in employment.
True_____ False_____ If "False", refer to Summary Report Form.

81. Does the college limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

82. Has the college reviewed each of the areas cited below and found that there exists no discrimination on the basis of handicap in any of the following areas?
    1. recruitment, advertising, and the processing of applications,
    2. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring,
    3. rates of pay or any other form of compensation and changes in compensation,
    4. job assignments, job classification, organizational structures, position descriptions, lines of progression, and seniority lists,
    5. leaves of absence, sick leave, or any other leave,
    6. fringe benefits available by virtue of employment, whether or not administered by the institution,
    7. selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training,
    8. employer sponsored activities, including social or recreational programs, and
    9. any other term, condition, or privilege of employment.

    Yes_____ No_____ If "No", refer to Summary Report Form.

83. Are accessible and convenient parking opportunities made available to handicapped employees and nonhandicapped employees on an equal basis?
Yes_____ No_____ If "No", refer to Summary Report Form.

84. Do all recruitment materials or publications with general information include the institution's statement of commitment to Section 504?
Yes_____ No_____ If "No", refer to Summary Report Form.

85. Communications distributed by the college for current and prospective employees adequately state the college's nondiscriminatory policies and practices in respect to the handicapped.
True_____ False_____ If "False", refer to Summary Report Form.

86. There exists no discrimination on the basis of handicap in respect to all employee benefits.
True_____ False_____ If "False", refer to Summary Report Form.

87. Does the college make use of any employment test or other selection criterion that screens out, or tends to screen out, handicapped persons or any class of handicapped persons?
Yes_____ No_____ If "Yes", refer to Summary Report Form.

88. Does the college make preemployment inquiries regarding the nature or severity of handicap? (Preemployment inquiries related to job functions, and one's ability to perform them effectively and safely may be made.)
Yes_____ No_____ If "Yes", refer to Summary Report Form.

NOTE: Any information obtained regarding the medical history or condition of applicants must be collected and maintained on separate forms that are accorded confidentiality as medical records, except that:

1. supervisors and managers may be informed regarding restrictions on the work or duties of handicapped persons and any reasonable accommodations required,

2. first aid and safety personnel may be informed, where appropriate, of the condition that might require emergency treatment, and

3. government officials investigating compliance with Section 504 shall be provided relevant information upon request.

89. No preemployment physical examinations are conducted or required by the college. (Note: However, the college may condition offers of employment on the results of such exams if all new employees are subjected to medical exams prior to their entrance on duty and the results of such examinations are not used to discriminate against handicapped persons. There may be independent reasons why such an examination would be desirable for all employees, e.g., Workmen's Compensation requirements.)
True_____ False_____ If "Yes", refer to Summary Report Form.

90. Are all of the facilities that are used by employees and applicants accessible to handicapped and nonhandicapped alike?
Yes_____ No_____ If "No", refer to Summary Report Form.

91. The college will be analyzing all job descriptions to determine essential and non-essential functions for each. Such analysis to be:

___ 1. completed at once, or
___ 2. completed as posted or advertised.

92. The college has reviewed (and will continue to do so) all contractional relationships that the college has with regard to its employees, including those with employment or referral agencies, labor unions, providers or administrators of fringe benefits, or training and apprenticeship programs and has found that there exists no discrimination on the basis of handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

93. The college has reviewed the specific terms of fringe benefit plans (including medical, hospital, accident and life insurance and retirement policies or plans, whether they are administered by the institution or by an outside carrier), and there exists no discrimination on the basis of handicap.
Yes_____ No_____ If " No", refer to Summary Report Form.

94. Does the college have a policy and practice of not counseling applicants and employees toward more restrictive careers than non-handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

95. Is there discrimination based on handicap in respect to the processing forms for potential employment? (Note: State the steps that the institution will be taking to insure nondiscrimination, such as assisting applicants in submitting forms, advertising for blind persons through national organizations for the blind, etc.)
Yes_____ No_____ If "Yes", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Dean of Students

96. The Dean of Students has reviewed all programs, procedures and practices of all non-academic programs and activities (specifically housing, health, insurance, counseling, athletics, recreation and other so-called extra curricular or co-curricular activities) in respect to Section 504 and found no discrimination on the basis of handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

97. The college has and will continue to regularly make information regarding programs, activities and services available to all members of the campus community (in forms that are appropriate for individuals with different handicaps).
Yes_____ No_____ If "No", refer to Summary Report Form.

98. The handicapped with mobility impairments are notified or made aware of special parking arrangements on campus.
Yes_____ No_____ If "No', refer to Summary Report Form.

99. Grievance procedures have been established that will allow students to file complaints with the institution on matters related to Section 504.
Yes_____ No_____ If "No", refer to Summary Report Form.

100. Have the grievance procedures been made known periodically to all students?
Yes_____ No_____ If "No", refer to Summary Report Form.

101. Are students always permitted to participate in non-academic programs without any separate or different treatment, if they so choose, or in programs that have only minor variations.
Yes_____ No_____ If "No", refer to Summary Report Form.

102. Where separate programs or activities exist (if they do exist) do handicapped persons always have the option to participate in those programs or activities that are not separate or different?
Yes_____ No_____ If "No", refer to Summary Report Form.

103. Materials (such as student handbooks, descriptions of all standard services, copies of all contractural or other institutional-student agreements, medical, hospital, accident or life insurance plans or policies made available to students by Cardinal Stritch College, policies related to the use of campus facilities, policies regarding regulations pertaining to discipline, punishments, or penalties) related to rules of conduct, behavior and other treatment of students have been reviewed for possible discrimination on the basis of handicap and it was determined that there is an absence of discrimination.
Yes_____ No_____ If "No", refer to Summary Report Form.

104. The student handbook has reference to the availability of adjustment and accommodations which will be made, if there is a demonstrated need, for handicapped applicants or students in the sections such as housing and transportation rather than segregated in a separate section on services for handicapped students.
Yes_____ No_____ If "No", refer to Summary Report Form.

105. All appropriate publications, students' handbooks, written materials and communications regarding student services and student life for both current and prospective students contain the institution's commitment to nondiscrimination.
Yes_____ No_____ If "No", refer to Summary Report Form.

106. The college alerts its students to general accessibility standards - those related to water fountains, rest rooms, etc. - so that they may report problem areas to the responsible campus official.
Yes_____ No_____ If "No", refer to Summary Report Form.

107. Is it a policy and practice to prohibit against counseling handicapped students toward more restrictive courses of study and or activities?
Yes_____ No_____ If "No", refer to Summary Report Form.

108. All persons performing any type of counseling work (including any individuals in a position to advise and counsel students such as residence hall advisors and other "workers") have been made aware and are knowledgeable with regard to Section 504 nondiscrimination principles.
Yes_____ No_____ If "No", refer to Summary Report Form.

109. This department does not make use of any test or evaluation technique or evaluative criterion that has a disproportionate, adverse effect on handicapped persons or any class of handicapped persons.
Yes_____ No_____ If "No", refer to Summary Report Form.

110. All special orientation programs for handicapped students (if any) are in addition to, and not instead of, the regular orientation programs for students.
Yes_____ No_____ N/A_____ If "No", refer to Summary Report Form.

111. All organizations that receive "assistance" from Cardinal Stritch College are informed periodically of prohibitions against discrimination based on handicap in membership and in activity practices.
Yes_____ No_____ If "No", refer to Summary Report Form.

112. For all social or recreational programs for students, an analysis was made of policies and practices related to such services, communication methods for informing students of activities, and the facilities in which they take place, and discrimination is not in evidence.
Yes_____ No_____ If "No", refer to Summary Report Form.

113. The Dean of Students assumes responsibility for determining that for those social organizations (fraternities, clubs, Honor Society, sororities, and similar organizations) which receive "significant assistance" in the conduct of activities for students that such organizations do not permit discrimination on the basis of handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____TITLE_____

Date_____School Phone_____

AREA EVALUATED Career and Placement

114. There is an absence of discrimination on the basis of handicap in Cardinal Stritch College's efforts to assist students in obtaining employment while in school, during summer vacations, and after graduation (and in the sharing of communication of such assistance to all students).
True_____ False_____ If "False", refer to Summary Report Form.

115. If the college assists an agency, organization or person in providing employment opportunities to any of the college's students, Stritch takes steps to assure itself in the best way possible, that such opportunities, as a whole, are made available in a manner that does not discriminate on the basis of handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

116. Are all students informed periodically of the college's counseling, guidance and placement programs and their availability and accessibility to all students, nonhandicapped and handicapped?
Yes_____ No_____ If "No", refer to Summary Report Form.

117. The college, in providing personal, academic, or vocational counseling, guidance, or placement services to students, provides such services without discrimination based on handicap.
True_____ No_____ If "No", refer to Summary Report Form.

118. Does the college insure that qualified handicapped students are not counseled toward more restrictive career objectives than are nonhandicapped students with similar interests and abilities?
Yes_____ No_____ If "No", refer to Summary Report Form.

119. All policies, procedures and practices used in personal, academic or vocational counseling, guidance or placement services to students are nondiscriminatory on the basis of handicap.
True_____ No_____ If "No', refer to Summary Report Form.

120. All persons performing any type of such counseling work in this department have been made aware and are knowledgeable with regard to Section 504 nondiscrimination principles.
Yes_____ No_____ If "No", refer to Summary Report Form.

121. Employment assistance programs are periodically communicated equally to students and applicants, to insure that all students (and applicants) have equal opportunities in the competition for financial and employment assistance.
True_____ False_____ If "False", refer to Summary Report Form.

122. The facilities utilized in the process through which the college assists in making employment opportunities available to its students are accessible to all students regardless of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

123. Is it a policy and practice to prohibit against counseling handicapped students toward more restrictive courses, courses of study, academic pursuits and careers in this department?
Yes_____ No_____ If "No", refer to Summary Report Form.

124. Each test, or exam or evaluation method utilized by this department has been evaluated by this department to insure that the tests, etc., measure solely what they purport to measure and that impaired sensory, manual or speaking skills (unless those skills are the ones the tests purport to measure) are not being measured as well.
True_____ False_____ If "False", refer to Summary Report Form.

125. The department of Career and Placement at Stritch has been reviewed in respect to all policies, materials, documents, and agreements for possible discrimination on the basis of handicap and for effects of such discrimination. It was found that discrimination on the basis of handicap does not exist.
True_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____TITLE_____

Date_____School Phone_____

AREA EVALUATED Undergraduate Admissions

126. Does this office of Admissions have in practice as well as in theory a nondiscriminatory admissions procedure for the handicapped?
Yes_____ No_____ If "No", refer to Summary Report Form.

127. Is it a policy and practice of this office that qualified handicapped persons may not, on the basis of handicap, be denied admission or subjected to discrimination in admission or recruitment.
Yes_____ No_____ If "No", refer to Summary Report Form.

128. Are all catalogs, handbooks, forms, communications used in admissions and recruitment periodically evaluated and found to accurately reflect the policies and practices of nondiscrimination based on handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

129. Does the institution's statement of commitment appear in all appropriate catalogs, recruitment materials, application forms, and other literature of the college?
Yes_____ No_____ If "No", refer to Summary Report Form.

130. This department's policies and practices, in respect to school and site visitations, do not discriminate against the handicapped.
True_____ False If "False", refer to Summary Report Form.

131. This department does not apply limitations upon the number or proportion of handicapped persons who may be admitted or enrolled in classes.
True_____ False_____ If "False", refer to Summary Report Form.

132. Has this department determined that students with impaired sensory, manual, or speaking skills shall be provided with admissions tests which will be suitable for persons with such deficiences?
Yes_____ No_____ If "No", refer to Summary Report Form.

133. Does this department (or will this department) make available to applicants admissions tests that are designed for persons with impaired sensory, manual, or speaking skills; or, will adjustments be appropriately made with existing examinations if the situation so dictates?
Yes_____ No_____ If "No", refer to Summary Report Form.

134. If examinations are used for admission purposes, and such examinations are not available for some handicapped persons, the lack of a test score or scores will not be used to exclude such persons and alternate admissions criteria shall be advised.
True_____ False_____ If "False", refer to Summary Report Form.

135. This department has evaluated all test sites and has determined that admissions tests are administered in facilities that are on the whole accessible to the handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

136. The department does not make use of any test or admissions criterion that has a disproportionate, adverse effect on handicapped persons or any class of handicapped persons.
True_____ False_____ If "False", refer to Summary Report Form.

137. This department's office (or other campus facility normally used in the admissions process) is accessible to all applicants?
Yes_____ No_____ If "No", refer to Summary Report Form.

138. Have steps been undertaken to insure that all admissions and recruitment personnel (staff, faculty, alumni, volunteers, etc.) of the department are knowledgeable with regard to Section 504 requirements, and the prohibition against counseling students toward more restructive courses of study or careers?
Yes_____ No_____ If "No", refer to Summary Report Form.

139. This department does not make preadmission inquiries regarding handicap, but may, after admission, inquire on a confidential and voluntary basis as to handicaps that may require accommodations.
True____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED_____

140. Does this office of Admissions have in practice as well as in theory a nondiscriminatory admissions procedure for the handicapped?
Yes_____ No_____ If "No", refer to Summary Report Form.

141. Is it a policy and practice of this office that qualified handicapped persons may not, on the basis of handicap, be denied admission or subjected to discrimination in admission or recruitment.
Yes_____ No_____ If "No", refer to Summary Report Form.

142. Are all catalogs, handbooks, forms, communications used in admissions and recruitment periodically evaluated and found to accurately reflect the policies and practices of nondiscrimination based on handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

143. Does the institution's statement of commitment appear in all appropriate catalogs, recruitment materials, application forms, and other literature of the college?
Yes_____ No_____ If "No", refer to Summary Report Form.

144. This department's policies and practices, in respect to school and site visitations, do not discriminate against the handicapped.
True_____ False If "False", refer to Summary Report Form.

145. This department does not apply limitations upon the number or proportion of handicapped persons who may be admitted or enrolled in classes.
True_____ False_____ If "False", refer to Summary Report Form.

146. Has this department determined that students with impaired sensory, manual, or speaking skills shall be provided with admissions tests which will be suitable for persons with such deficiences?
Yes_____ No_____ If "No", refer to Summary Report Form.

147. Does this department (or will this department) make available to applicants admissions tests that are designed for persons with impaired sensory, manual, or speaking skills; or, will adjustments be appropriately made with existing examinations if the situation so dictates?
Yes_____ No_____ If "No", refer to Summary Report Form.

148. If examinations are used for admission purposes, and such examinations are not available for some handicapped persons, the lack of a test score or scores will not be used to exclude such persons and alternate admissions criteria shall be advised.
True_____ False_____ If "False", refer to Summary Report Form.

149. This department has evaluated all test sites and has determined that admissions tests are administered in facilities that are on the whole accessible to the handicap.
Yes_____ No_____ If "No", refer to Summary Report Form.

150. The department does not make use of any test or admissions criterion that has a disproportionate, adverse effect on handicapped persons or any class of handicapped persons.
True_____ False_____ If "False", refer to Summary Report Form.

151. This department's office (or other campus facility normally used in the admissions process) is accessible to all applicants?
Yes_____ No_____ If "No", refer to Summary Report Form.

152. Have steps been undertaken to insure that all admissions and recruitment personnel (staff, faculty, alumni, volunteers, etc.) of the department are knowledgeable with regard to Section 504 requirements, and the prohibition against counseling students toward more restructive courses of study or careers?
Yes_____ No_____ If "No", refer to Summary Report Form.

153. This department does not make preadmission inquiries regarding handicap, but may, after admission, inquire on a confidential and voluntary basis as to handicaps that may require accommodations.
True____ False_____ If "False", refer to Summary Report Form.

NAME_____TITLE_____

Date_____School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Financial Aid Department

155. The Director of Financial Aid has reviewed all policies, practices and procedures and facilities (and appropriate written materials) and has determined that there exists no discrimination on the basis of handicap in this department.
Yes_____ No_____ If "No", refer to Summary Report Form.

156. All policies, practices, application materials, forms, and other appropriate documents or information sheets related to financial aid have been reviewed and are free from discrimination based on handicap and include the institution's statement of commitment to Section 504.
Yes_____ No_____ If "No", refer to Summary Report Form.

157. There exists no automatic disqualifications from financial assistance or awards based on handicap.
True_____ False_____ If "False", refer to Summary Report Form.

158. All financial aid applicants, including handicapped applicants, have an equal opportunity to compete for any award or financial assistance, based on their skills and achievements.
Yes_____ No_____ If "No", refer to Summary Report Form.

159. Cardinal Stritch College does not, on the basis of handicap, provide less assistance than is provided to nonhandicapped persons, limit eligibility for assistance, or otherwise discriminate on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

160. The college does not administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established under wills, trusts, bequests, or similar legal instruments that require awards to be made on the basis of factors that discriminate or have the effect of discriminating on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

161. Financial assistance and employment assistance programs are periodically communicated to students (and applicants), to insure that all students have equal opportunities in the competition for financial and employment assistance.
Yes_____ No_____ If "No", refer to Summary Report Form.

162. The department of financial aid (the director) has analyzed "outside" organizations or persons providing financial aid or assistance or employment opportunities to students with the assistance of this department and found no discrimination on the basis of handicap.
True_____ False_____ If "No", refer to Summary Report Form.

163. The college's financial aid department does not assist any entity or person that provides assistance to any of the institution's students in a manner that discriminates against qualified handicapped persons on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

164. List the various forms of financial assistance that Stritch provides (or assists others to provide) to students at both the undergraduate and graduate levels and state whether or not there exists discrimination based on handicap for each. If there does exist discrimination state how steps will be taken to eliminate such discrimination in each instance by completing the Summary Report Form. If necessary, use back of sheet for listing of financial assistance.

1.

165. Is it a policy and practice to prohibit against counseling handicapped students toward more restrictive courses of study and/or careers?
Yes_____ No_____ If "No", refer to Summary Report Form.

166. The overall effect of the financial aids program, the overall effect of the total programs of financial assistance is not discriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Health Services

167. Health services currently provided by Cardinal Stritch College to its students are offered to handicapped as well (and at the same cost) as nonhandicapped students alike.
Yes_____ No_____ If "No", refer to Summary Report Form.

168. List briefly and describe all health or insurance policies or plans or services offered to students by the institution and indicate on the Summary Report Form any instances of discrimination on the basis of handicap. Use back of sheet if necessary.

169. All insurance programs or policies or services are provided to all students in an equal fashion and are not discriminatory in nature or effect on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

170. No qualified handicapped student or employee is denied any health or medical service or assistance, by virtue of his or her handicap, that is provided to other students or employees.
True_____ False_____ If "False", refer to Summary Report Form.

171. The general physical accessibility of facilities utilized for student and employee health services equally serve handicapped and nonhandicapped persons in a nondiscriminatory manner.
True_____ False_____ If "False", refer to Summary Report Form.

172. Are steps continually taken to insure that all students are informed regularly of the institution's health services for students.
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Library

173. Does the Stritch library provide adequate assistance to the handicapped (based upon the individual's needs and capabilities) to insure and facilitate complete access to library materials?
Yes_____ No_____ If "No", refer to Summary Report Form.

174. Are assistants available, or would assistants be made available, to assist in the retrieval of books, etc. from the library for handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

175. Will the department assist the handicapped student to obtain necessary and appropriate auxiliary aids for use, as required, by students with impaired sensory, manual, or speaking skills, to insure equal opportunity in the "traditional education" process for handicapped persons? (The State Vocational Rehabilitation agency or other sources will be examined as sources for such auxiliary aids.)
Yes_____ No_____ If "No", refer to Summary Report Form.

176. Do handicapped students, those who are eligible for federal rehabilitation and library assistance, experience at Stritch nondiscriminatory practices and complete cooperation from both staff and faculty in individual situations, i.e., access to library materials?
Yes_____ No_____ If "No", refer to Summary Report Form.

177. Are all research opportunities that are available to students at Stritch available on an equal basis to handicapped students as well as nonhandicapped students?
Yes_____ No_____ If "No", refer to Summary Report Form.

178. Librarians have reviewed and evaluated such areas as the library, including reading rooms, and have examined policies, procedures and practices related to same (including policies related to reserved reading materials and access to materials) and found no evidence of discrimination on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

179. Are the library facilities accessible for all students equally regardless of the existence of a handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Registrar

180. Are all classes rescheduled in such a manner as to insure that all courses are available upon request to students with mobility impairments?
Yes_____ No_____ If "No", refer to Summary Report Form.

181. Does this department utilize the option, in respect to program accessibility requirements, of rescheduling of classes to eliminate discrimination based on handicap? Thus, handicapped students are not limited in their selection of courses.
Yes_____ No_____ If "No", refer to Summary Report Form.

182. Has the college Registrar reviewed all policies, procedures and practices as they relate to program accessibility and found that discrimination does not exist on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

183. The process and procedures dealing with pre-registration and registration (for courses) have been reviewed and found to be nondiscriminatory on the basis of handicap (i.e., accessible for all students).
Yes_____ No_____ If "No", refer to Summary Report Form.

184. Are all registration forms, facilities, scheduling, and the provision of auxiliary aids made available to insure equal access for all students on a case by case determination?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Housing

185. The forms of campus housing are accessible to handicapped students and are provided to them at the same cost as to nonhandicapped students.
Yes_____ No_____ If "No", refer to Summary Report Form.

186. Are rooms accessible for the handicapped students (when viewed together) and comparable, in variety and convenience, to the selection of rooms offered to nonhandicapped students?
Yes_____ No_____ If "No", refer to Summary Report Form.

187. Are the college's policies, procedures and practices related to student housing nondiscriminatory on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

188. Are the college's rules and/or regulations regarding campus housing periodically reviewed and determined that such are nondiscriminatory on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

189. The process whereby housing is assigned to, or chosen by students, is not discriminating in nature on the basis of handicap and housing opportunities are equal to those of handicapped and nonhandicapped alike.
True_____ False_____ If "False", refer to Summary Report Form.

190. Those handicapped students who do not require any modifications or accommodations with regard to housing, or that require only minor modifications, are fully integrated throughout the college's housing facilities.
True_____ False_____ If "False", refer to Summary Report Form.

191. Are all students informed equally of the housing opportunities made available by the institution?
Yes_____ No_____ If "No", refer to Summary Report Form.

192. All policies, practices and procedures (and descriptive materials) involved in this area have been reviewed and do not discriminate against qualified handicapped persons.
True_____ False_____ If "False", refer to Summary Report Form.

193. Are the facilities utilized for housing by this institution for students accessible to handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

Note: Prohibitions against discrimination on the basis of handicap are extended to include all housing programs operated by, or assisted by, the college. Also, the college must provide comparable, convenient, and accessible housing to the handicapped students at the same cost as to others and that the choice of living accommodation is, or will be, (no later than June 3, 1980) "as a whole", comparable to that of nonhandicapped students.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____TITLE_____

Date_____School Phone_____

AREA EVALUATED Athletics

194. Cardinal Stritch College does not discriminate on the basis of handicap in providing physical education type courses (Yoga), athletic type activities and similar programs and activities to any of its students.
True_____ False_____ If "False", refer to Summary Report Form.

195. Does the college provide qualified handicapped students an equal opportunity for participating in these activities (yoga, sports clubs, intramurals, athletics, and recreational activities)?
Yes_____ No_____ If "No", refer to Summary Report Form.

196. No handicapped student who has the skill and ability to participate in any program or activity, athletic or otherwise, is denied the opportunity for full participation.
True_____ False_____ If "False", refer to Summary Report Form.

197. The program of athletics (athletic facilities used for student participation, and the facilities that students may use in a role of "spectator"), when viewed in its entirety is accessible to handicapped students.
Yes_____ No_____ If "No", refer to Summary Report Form.

198. The athletic department has a policy and practice that a qualified handicapped athlete will not be discriminated against in his or her participation in physical type activities or athletics that are not separate or different.
Yes_____ No_____ If "No", refer to Summary Report Form.

199. Athletic facilities are accessible, in general, to persons with mobility impairments.
Yes_____ No_____ If "No", refer to Summary Report Form.

200. Are all staff and administrators within this department aware of the provisions within Section 504 and practice nondiscrimination in all activities and services?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____TITLE_____

Date_____School Phone_____

AREA EVALUATED Math AQT/Placement Test

201. The department of Mathematics has reviewed and determined that the undergraduate admissions test (_____) selected and administered by the college is nondiscriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

202. This Math admissions test accurately reflects the applicant's aptitude or achievement level (or whatever other factors the test purports to measure), rather than an applicant's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Reading AQT/Placement Test

203. The department of Reading has reviewed and determined that the undergraduate admissions test (_____) selected and administered by the college is nondiscriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

204. This Reading admissions test accurately reflects the applicant's aptitude or achievement level (or whatever other factors the test purports to measure), rather than an applicant's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED English AQT/Placement Test

205. The department of English has reviewed and determined that the undergraduate admissions test (_____) selected and administered by the college is nondiscriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

206. This English admissions test accurately reflects the applicant's aptitude or achievement level (or whatever other factors the test purports to measure), rather than an applicant's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Math Competitive Scholarship Test

207. The department of Mathematics has reviewed and determined that the competitive scholarship test (_____) selected and administered by the college is nondiscriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

208. This Math competitive scholarship test accurately reflects the applicant's aptitude or achievement level (or whatever other factors the test purports to measure), rather than an applicant's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Reading Competitive Scholarship Test

209. The department of Reading has reviewed and determined that the competitive scholarship test (_____) selected and administered by the college is nondiscriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

210. This Reading competitive scholarship test accurately reflects the applicant's aptitude or achievement level (or whatever other factors the test purports to measure), rather than an applicant's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED English Competitive Scholarship Test

211. The department of English has reviewed and determined that the competitive scholarship test (_____) selected and administered by the college is nondiscriminatory on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

212. This English competitive scholarship test accurately reflects the applicant's aptitude or achievement level (or whatever other factors the test purports to measure), rather than an applicant's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Food Service

213. The food service program for Cardinal Stritch College has been evaluated and there exists full equal participation (equal accessibility of food service facilities) by all handicapped persons in the food service operations provided and/or contracted by the institution.
True_____ False_____ If "False", refer to Summary Report Form.

214. Are the facilities utilized for food service by this institution for students and employees accessible to handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

215. All policies, practices and procedures (and descriptive materials) involved in this area have been reviewed and do not discriminate against qualified handicapped persons.
True_____ False_____ If "False", refer to Summary Report Form.

216. Are all students informed equally of the food service opportunities made available by the institution?
Yes_____ False_____ If "False", refer to Summary Report Form.

217. Are the college's rules and/or regulations regarding campus food service periodically reviewed and determined that such are nondiscriminatory on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

218. Are all food services available for students and employees at Stritch in a comparable manner (in respect to variety and convenience) for both handicapped and nonhandicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

219. The food services available for handicapped persons are such that the cost is identical as that provided for nonhandicapped persons.
True_____ False_____ If "False", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____TITLE_____

Date_____School Phone_____

AREA EVALUATED Transportation - Security

220. Transportation services (parking, student use of college cars) that the college provides to its students shall, when viewed in their entirety, be offered to handicapped students in such a manner that provide them with opportunities that are equal to those of nonhandicapped students.
True_____ False_____ If "False", refer to Summary Report Form.

221. Policies and practices of the institution related to student transportation do not discriminate on the basis of handicap, and do not include any separate or different treatment unless it is determined such is necessary to insure equal opportunity.
True_____ False_____ If "False", refer to Summary Report Form.

222. All policies, practices and procedures (and descriptive materials) involved in the area of parking and security have been reviewed and do not discriminate against qualified handicapped persons.
True_____ False_____ If "False", refer to Summary Report Form.

223. Are all students informed equally of the security and parking regulations and policies at the institution?
Yes_____ No_____ If "No", refer to Summary Report Form.

224. Are the college's rules and regulations regarding campus parking, use of college cars, and security (as well as stenopool services) periodically reviewed and determined that such are nondiscriminatory on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

225. Are the facilities utilized for stenopool, parking, and security by this institution accessible to handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____TITLE_____

Date_____School Phone_____

AREA EVALUATED Bookstore

226. The bookstore has been evaluated in respect to its policies, procedures and practices and it has been determined that there exists no example of discrimination on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

227. There exists full equal participation (equal accessibility of bookstore facilities) by all handicapped persons in the bookstore operations.
Yes_____ No_____ If "No", refer to Summary Report Form.

228. Are the facilities utilized for the book store by this institution for students and employees accessible to handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

229. Are all students informed equally of the bookstore service opportunities available at the college?
Yes_____ No_____ If "No", refer to Summary Report Form.

230. Are the college's rules and/or regulations regarding campus bookstore operations periodically reviewed and determined that such are nondiscriminatory on the basis of handicap?
Yes_____ No_____ If "No", refer to Summary Report Form.

231. Are all bookstore services available for students and employees at Stritch in a comparable manner (in respect to variety and convenience) for both handicapped and nonhandicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED College Newspaper

232. The college newspaper operations have been evaluated in respect to the policies, procedures and practices and found that there exists no example of discrimination on the basis of handicap.
True_____ False_____ If "False", refer to Summary Report Form.

233. Are the facilities utilized for the newspaper by this college accessible to handicapped persons?
Yes_____ No_____ If "No", refer to Summary Report Form.

234. Are all students informed equally of the newspaper service or opportunities made available by the institution?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

AREA EVALUATED Administrative Assistant

235. One person has been designated (prior to June 3, 1977) to coordinate the college's efforts under Section 504.
Yes_____ No_____ If "No", refer to Summary Report Form.

236. The name of the institutional administrator responsible for the Transition Plan and its implementation is:

Dr. William F. Stier, Jr.
Administrative Assistant
6801 N. Yates Road
Milwaukee, Wisconsin 53217
(414) 352-5400.

237. The name of the institutional administrator responsible for the Self-Evaluation is:

Dr. William F. Stier, Jr.
See above.

238. The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is:

Dr. William F. Stier, Jr.
See above.

239. For the purposes of the Self-Evaluation authority has been decentralized and appropriate individuals responsible for the programs and activities of the institution have been and will continue to be involved in pertinent areas or aspects of the Self-Evaluation insofar as the Self-Evaluation relates to the individual person's institutional responsibility or program.
Yes_____ No_____

240. Priorities have been established in respect to specific options to follow in the achievement of program accessibility - options involving:

1. change of program requirements, policies and altering of schedules,
2. renovation of existing facilities, and
3. construction of new facilities.

Yes_____ No_____ If "No", refer to Summary Report Form.

241. Have handicapped persons or their representatives been involved in the Self-Evaluation process to insure an absence of discrimination in all student programs, activities, and services?
Yes_____ No_____ If "No", refer to Summary Report Form.

242. Do pertinent institutional publications include the institution's statement of nondiscrimination and are they available to and usable by all prospective students?
Yes_____ No_____ If "No", refer to Summary Report Form.

243. The institution utilizes the following statement or one similar in appropriate printed materials: "Cardinal Stritch College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school - administered programs. The college is also committed to nondiscrimination on the basis of handicap or sex".
Yes_____ No_____ If "No", refer to Summary Report Form.

244. Grievance procedures as well as informal communications mechanisms exist for handicapped persons to express themselves to the college administrators and faculty and are published throughout the campus community.
Yes_____ No_____ If "No", refer to Summary Report Form.

245. Has the institution considered the range and variety of handicaps in eliminating barriers to full participation through accommodations, adjustments, and the availability of auxiliary aids?
Yes_____ No_____ If "No", refer to Summary Report Form.

246. Where separate programs or activities exist (if they do indeed exist) do handicapped persons always have the option to participate in those programs or activities that are not separate or different?
Yes_____ No_____ If "No", refer to Summary Report Form.

247. Cardinal Stritch College has no forms that matriculated students must submit to the institution - including those related to medical condition or health, housing, financial aid, and so forth - which includes compulsory questions related to handicap or medical condition. Rather, if such information is requested, it is on a totally voluntary Basis.
True_____ False_____ If "False", refer to Summary Report Form.

248. The institution does not deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards, committees or other organizations within the institution.
True_____ False_____ If "False", refer to Summary Report Form.

249. Have steps been taken to inform students and employees of general accessibility standards, so that they may report problem areas to the responsible campus official?
Yes_____ No_____ If "No", refer to Summary Report Form.

250. Have steps been taken to modify or discontinue the policies or practices which would be discriminatory in nature (if any exist).
Yes_____ No_____ If "No", refer to Summary Report Form.

251. Have the following deadlines been met by the institution?

	DEADLINE
1. Complying with specific requirements in the final regulations, including but not limited to:	June 3, 1977
a. appointing responsible person(s) to coordinate efforts,	
b. adopting grievance procedures,	
c. insuring that new construction conforms to ANSI standards, and	
d. insuring that auxiliary aids are available in the classroom.	
2. Submitting to HEW an Assurance pledging compliance with requirements (84.5).	July 5, 1977
3. Making programs and activities accessible, with the exception of structural modifications that may be required (84.22(d)).	August 2, 1977
4. Making initial notifications regarding the institution's commitment to nondiscrimination (84.8).	September 2,77
5. Completing a Transition Plan for changes in facilities needed to achieve accessibility (84.22(e)).	December 2, 77
6. Completing the Self-Evaluation and review of earlier Transition Plan.	June 3, 1978

Yes_____ No_____ If "No", refer to Summary Report Form.

252. Are warning signals accompanied by simultaneous visual and audible signals for the benefit of those with hearing or sight disabilities in each of the appropriate buildings and at appropriate sites?
Yes_____ No_____ If "No", refer to Summary Report Form.

NAME_____ TITLE_____

Date_____ School Phone_____

IMPLEMENTATION OF THE PLAN

INSTITUTIONAL SELF-EVALUATION SUMMARY REPORT FORM

Refer to Self-Evaluation Question # _____.

1. NONCOMPLIANCE IDENTIFIED:

   A. Action required:

   B. Steps to be taken:

   C. Additional data needed:

   D. Individual responsible for compliance:

2. PROJECTED IMPACT ON THE INSTITUTION:

   A. Relationship to "outside" organizations or persons:

   B. Policy Changes:

   C. Staff Changes:

   D. Space or facility needs:

   E. Equipment and supplies:

   F. Cost factors:

   G. Other:

3. INTERIM COMMENTS ON PROGRESS TOWARD COMPLIANCE:

NAME_____ TITLE_____

Date_____ School Phone_____

POLICY STATEMENT OF PROGRAM AND ACTIVITIES

AUGUST 2, 1977* REPORT

Policy Statement of Program and Activities-Accessibility Without Structural Modifications.

1. High angle ramps between administrative offices and cafeteria (potential hinderance).

2. Provisions made for all programs and activities to be made accessible to handicapped persons on an individual basis.

3. Provisions made that auxiliary aids would be sought on an individual case by case basis, for handicapped persons needing such aids or assistance.

*Program accessibility was to have been achieved for all programs and activities except where alterations or modifications of existing facilities or construction of new ones were required. This was accomplished August 1, 1977. See Preliminary Transition Plan to be completed 12/1/77.

PRELIMINARY TRANSITION PLAN -- DECEMBER 1, 1977

PRELIMINARY TRANSITION PLAN* December 1, 1977

Identifiable Physical Obstacles That Were Deemed to Limit Accessibility:

A. 1. Curbs to steps leading to dorms, Graduate building, main entrance, Duns Scotus and SEC.

2. Absence of reserved parking space.

3. Inaccessible drinking facilities.

4. High angle ramp between administration offices and cafeteria (potential hinderance).

5. High library stacks inaccessible to wheelchair-bound.

6. Library inaccessible to wheelchair-bound.

7. Second floor of Administration, SEC, Duns Scotus, and Graduate building not accessible to the wheelchair-bound.

8. Inaccessible toilet facilities in SEC, Roger Bacon Hall, Graduate building and dorms.

B. Methods and Steps That Will be Taken to Make Facilities Accessible:

1. Ramp and/or curb cutouts leading to main entrance of Graduate building, dorms, Duns Scotus and SEC.

2. Reserved parking space designated in front of dorm, main entrance, SEC, Graduate building, Duns Scotus.

3. Disposable drinking dispensers affixed to selected existing water fountains or lowering of fountains.

4. Assistance provided to wheelchair-bound individuals.

5. Assistance (aids) provided to wheelchair-bound and other handicapped persons.

6. Same as #5.

7. Schedule classes, activities, etc., for affected handicapped persons on other parts of the campus or possible elevator service.

8. Install appropriate railings, etc., in selected toilet facilities in SEC, main campus, Roger Bacon Hall and Graduate building and dorms.

C. The Yearly Time Schedule for Completion in Respect to the Various Steps Required to Ensure Full Program Accessibility by June 3, 1980.

1. ? January 1, 1979 or 1980.
2. ? January 1, 1979 or 1980.
3. ? January 1, 1979 or 1980.
4. June 1, 1978 (see August 2, 1977, report).
5. June 1, 1980
6. June 1, 1980
7. June 1, 1980.
8. June 1, 1979.

*To be reevaluated in light of the Self-Evaluation Schedule to be completed by June 1, 1978.

The Transition Plan may be viewed as a technical appendix to the Self-Evaluation, enumerating the facilities renovation and construction work, with time schedules that will be accomplished to meet identified needs in the Self-Evaluation.

FINAL TRANSITION PLAN

TRANSITION PLAN

June 1, 1978

For the purpose of the evaluation of the physical facilities, this writer has divided the total campus into the following elements with each being addressed, as to its accessibility for handicapped persons, separately.

1. Duns Scotus Hall
2. Central Administration Building
3. Roger Bacon Hall
4. Cafeteria Area
5. Clare Hall -- Dormitories and Ground Floor Level
6. Basement area of Clare Hall (including chapel)
7. Basement area of Administration Building and Duns Scotus Hall
8. Stritch Education Center
9. Reading Clinic
10. General Comments

The college's facilities were evaluated once prior to December, 1977, and also during the month of May, 1978. The 1977 evaluation involved only minimal involvement of a handicapped person (actually, the 1977 evaluation consisted of actual planning for accessible programs, classes, and facilities on behalf of an alumna who desired to take one or more courses at Stritch and who was restricted to a wheelchair).

The May, 1978, evaluation of the facilities was a most comprehensive review and evaluation of the total physical plant of the institution and involved both a handicapped individual and a member of the handicapped person's family.

I. REVIEW OF DUNS SCOTUS HALL

1. The second floor of Duns Scotus is inaccessible to the wheelchair-bound.

2. The ground floor of the building is totally accessible.

3. The basement floor has accessibility, although the access (for the wheelchair-bound) is by means of traveling to the (a) Clare Hall (dormitory) elevator and utilizing same to move to the basement level of the main campus facility, or (b) utilizing the elevator off Roger Bacon Hall for access to the basement level. This requires the wheelchair-bound person to travel some distance in order to reach the basement level of the facility, but, in this writer's belief, such is not an extraordinary task to achieve.
4. The entrance from the outdoors to Duns Scotus would be by the "Day Student Entrance". Such utilization of this entrance would require additional parking (two spaces strictly reserved for the handicapped) situated either on the curved portion of the roadway or at the east end of the south parking lot outside of Duns Scotus. Additionally, there will be a need for a ramp or curb cutout providing access from the parking lot level to the curb level leading to the sidewalk outside the "Day Student Entrance". Snow removal should be "perfect" in respect to the area leading from the restricted parking spaces to the actual entrance to the "Day Scudent Entrance".
5. The overhead "hang" outside the "Day Student Entrance" provides shelter from inclement weather and is a decided advantage in providing protection of the handicapped person.
6. The existing water fountain on the west side of the wall (outside the stairwell) in the "Day Student Lounge" is adequte for handicapped persons, including the wheelchair-bound.
7. The full utilization of the <u>west</u> entrance to Duns Scotus would require a ramp off the step outside of the west door to Duns Scotus.

8. Additionally, there would be a need to provide a ramp or cutout for the curb/ledge at the edge of the parking lot outside of the west entrance to Duns Scotus.
9. Several restricted parking spaces would be provided adjacent to the curb cutout or ramp leading from the parking lot to the sidewalk and on to the west entrance of Duns Scotus.

II. REVIEW OF CENTRAL ADMINISTRATION BUILDING

1. There is a need for a ramp or curb cutout providing access from the road way to the main entrance of the Administration Building.
2. It is this writer's opinion that reserved parking is not absolutely necessary either outside the main administration building or at the south lot (near the Yates Road entrance). The reasoning for this is that reserved parking for the handicapped could be made available outside the south entrance of Duns Scotus (see I4) as well as outside of the west entrance of Duns Scotus. All that would be necessary is to provide signs, located outside the Administration Building, indicating that the special parking for the handicapped is reserved outside of Duns Scotus (south and west parking lots) as well as outside the east entrance of Clare Hall.
3. The rest rooms (men and women) outside the Business Office need to be significantly altered in respect to the stalls (to be enlarged and the safety bars added) to make same totally accessible for the handicapped.
4. There is a need for appropriate signs on the doors of the rest rooms.

5. The entire ground floor of the main administration building is totally accessible to the handicapped.
6. The drinking fountain for this building, for the wheelchair-bound, shall be designated as the one referred to in I6.
7. The basement area within the Administration Building is accessible only via means of the elevator at Clare Hall and the elevator outside Roger Bacon Hall. Either are adequate with the present exception of adequate signs and buttons for the visually impaired.
8. The second floor of the Administration Building is not accessible to the wheelchair-bound. This necessitates that the library facilities, the Departments of Career and Placement, Financial Aid and various faculty offices be made accessible in some equal fashion to the wheelchair-bound. For example, the addition of an elevator (traveling to all three levels) or the providing of aids, "runners", or the moving of the "mountain to Mohammed".

It is this writer's opinion, after consultation with various other authorities in respect to Section 504, that the college is not required to put in an elevator to provide physical access to all three levels of the Administration Building as long as program access and modification can be effected by other means. Specifically, the second floor "programs" (Financial Aids, Career and Placement, selected faculty members' offices, and library facilities) are to be made available to all handicapped persons in such a way as to provide equal opportunities (including programs and services and tools). The providing of library assistance to the handicapped, such as providing "aids" in locating and transporting library items to and from the handicapped person, is required.

III. REVIEW OF ROGER BACON HALL

1. There must be utilization of the elevator outside of Roger Bacon (and inside the cafeteria) in order to provide total physical access to the second floor of Roger Bacon as well as to the basement level. This elevator should be altered with appropriate signs (elevator doors and in hallways) indicating availability for the handicapped, as well as with special buttons (raised letters/numbers) for use by the visually handicapped.
2. There is a need to lower the house phone on the wall either (a) on the ground level in Roger Bacon, or (b) on the ground level wall located just south of the windows looking into the work area of the cafeteria, or (c) the ground level phone located on the north wall outside of the cafeteria. See IV5.
3. There is a need for a ramp or curb cutout on the entrance step to the southeast entrance leading from the outside "picnic" area.
4. The ramp situated between the cafeteria/Roger Bacon Hall area and the Administration Building is adequate as long as the rubber mat remains on the ramp. In isolated situations/circumstances, specific wheelchair-bound persons may have to have additional assistance in the form of person(s) to push the wheelchair up the ramp.
5. There are no other special barriers within this area which cannot be met on an individual basis, i.e., insuring adequate heights for tables, benches, and storage areas.

IV. REVIEW OF THE CAFETERIA AREA

1. The elevator in the cafeteria area (III 1), just outside of Roger Bacon Hall, must be altered as previously described.

2. Some tables used in the cafeteria must be altered or replaced or added to in such a manner that the wheelchair-bound will be able to approach the table(s) and allow a wheelchair to slide partly under the table. Such is necessary for full accommodation of the wheelchair-bound person.
3. The cafeteria staff should provide assistance (to the handicapped persons requiring such help) in moving the individual's food tray from the cafeteria line out to a suitable and convenient table. The height of the cafeteria tray line ledge is suitable as are the disposal facilities.
4. The snack bar area is minimally suitable for the wheelchair-bound. Physical assistance may be required in gaining access to the coin-operated machines.
5. There is a possibility of lowering the house phone located (a) on the north outside wall (ground level) of the cafeteria, or (b) the house phone located on the ground level in Roger Bacon Hall, or (c) the ground level phone on the west side of the cafeteria - south of the glass looking into the work area of the cafeteria, refer to III 2.
6. Rest rooms located outside the cafeteria entrance (men and women) must be altered (stalls enlarged and safety bars added).

V. REVIEW OF CLARE HALL - DORMITORIES AND GROUND FLOOR LEVEL

1. The elevator in Clare Hall shall be altered so that the visually impaired can push the proper buttons (raised letters and numbers).
2. Changes must be made in the male and female shower/toilet facilities within the [illegible]rms to accommodate the wheelchair-bound and other handicapped persons.

Specifically, stalls in the restrooms must be expanded and safety bars installed. Additionally, the ledge to the shower stall(s) must be eliminated, as this step leading into a shower stall is a real physical barrier. This must be accomplished for both male and female toilet/restroom facilities in the dorm area.

3. The outside east entrance to Clare Hall shall be altered by providing a ramp on the ledge just outside the doors as well as a ramp or curb cutout for the curb at a spot situated close to the restricted parking, see V 4 below.
4. At least one restricted parking space (and preferably two) should be set aside within the east parking lot outside of Clare Hall.
5. It is essential that perfect snow removing operations be maintained in front of the east side of Clare Hall and the adjacent parking lot.
6. Pay phone and school house phones lowered in appropriate dorm hallways (men and women).

VI. REVIEW OF BASEMENT AREA OF CLARE HALL (INCLUDING CHAPEL)

1. The lowering of a school house phone to accommodate the wheelchair-bound is necessary. Such a phone might be outside of the T.V. lounge or adjacent to the chapel.
2. There should be a suitable drinking fountain on this basement level (chapel, art and recreational areas).
3. The ramp, on the basement level, between the maintenance area and the basement of the Administration Building is adequate as long as the rubber mat remains.
4. Laundry machines should include front loaders for the handicapped persons.

VII. REVIEW OF BASEMENT AREA OF ADMINISTRATION BUILDING AND DUNS SCOTUS HALL

1. Mail boxes for wheelchair-bound persons shall be close to the ground (both commuters and resident students).
2. Bookstore aisles need to be enlarged or aids provided to assist the handicapped.

VIII. REVIEW OF STRITCH EDUCATION CENTER

1. Curb cutout or ramp in front of building (main entrance) along curb.
2. Reserved parking space(s) in front of the main door of SEC.
3. Men's and women's restrooms across from the gymnasium need to be altered to include wider stalls and the addition of safety bars.
4. The west wing and the round section (both floors) are not accessible. The middle section is accessible with the above changes.
5. Reserved parking on the west lot leading to the double doors just south of the round section shall be set aside (three spaces).

IX. REVIEW OF READING CLINIC

1. Curb cutout or ramp provided from parking lot to sidewalk, in front of building.
2. Two restricted parking spaces should be reserved for the handicapped in front of the building.
3. The basement and the second floor are not accessible to the wheelchair-bound. Thus, program modification and/or aides and/or "runners" shall be provided or "library" and reading room materials should be moved to the first floor.

4. An appropriate sign needs to be placed on the rest room restricted for the handicapped (one rest room serves both men and women).

X. GENERAL COMMENTS

1. Fire alarms to include visual and audio signals (or provide plans for aides to provide such assistance for the handicapped person with auditory impairments.
2. Appropriate signs for phones, fire alarms, parking.
3. Snow removal on all outside access walkways and parking spaces (utilized by the handicapped) on the main campus and the Stritch Education Center must be "perfect" at all times.
4. An appropriate number of coin-operated machines with lowered coin slots should be provided for the wheelchair-bound.